APPLICATION FOR RECORDS RETENTION SCHEDULE

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION**

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education Office of State Superintendent of Schools Special Staff Atlanta, Georgia	**Application Number** **81-154**
Application Number		**Date Received** FEB 1 9 1981 **Date Completed** MAR 1 1 1981

2. Person to Contact	Working Title	Telephone Number
Phyllis Cook	Principal Secretary	656-2598

3. Action Requested
a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series	5. Records Series Title *(followed by title used in office; if different)*
Earliest Latest 1979 To Date	Legal Assistant's Subject Files

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Office of the State Superintendent of Schools-Special Staff is responsible for the coordination of the Department of Education's support on proposed legislation that affects the Department or education in general; and for the coordination of activities between the Department of Education and the Attorney General (Department of Law) concerning litigation and/or other legal matters. The Special Staff works closely with local school officials and lay persons in behalf of the State Superintendent of Schools and the State Board of Education.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any):*
Attach samples of the file.

Documents relating to: Administering and coordinating all areas of responsibility for the legal assistant of the Special Staff.

Included are: But not limited to, reference copies of Attorney General's opinions; budget information; copies of itineraries; copy of the report of the School Finance Study Committee; information pertaining to garnishments; information on the Family Privacy Act of 1974; speech material; legislative summaries; results of elections of local school superintendents; information on the Annual Staff Conference; information on proposed legislation; and commissions of local board of education members.

File is arranged: Chronologically by calendar year; thereunder alphabetically by subject.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____;

twenty-five months and older _____?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other *(specify)* _____

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YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Partially in State Superintendent's Subject Files.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.
b. Statute of limitation _____ years.
c. Federal law _____ years.

d. Audit period _____ years.
e. Administrative need _____4_____ years.
f. Federal retention instructions _____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) ____2____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold ____2____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Eldon Dasham L.G. Toomey	2/18/81	Walker L. Baumgardner	2-17-81

		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	[signature]	3-11-81
	Secretary of State/Designee	Carroll Hurd	3-10-81
	Attorney General/Designee	[signature]	3-11-81

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